



**NORTHEAST IOWA WORKFORCE DEVELOPMENT BOARD
NORTHEAST IOWA CEO BOARD
JOINT QUARTERLY MEETING**

Thursday, April 25, 2024

<p>9:30 a.m. (Tour) 10:00 a.m. – 12:00 p.m. (Meeting)</p>	<p>Northeast Iowa Community College 1625 IA-150 NICC Wilder Business Center, Room 106 Calmar, Iowa 52132 OR Zoom Meeting</p>
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MINUTES

<u>Agenda Item</u>	<u>Person(s) Responsible</u>	<u>Status NEIWDB</u>	<u>Status CEO</u>
<p>Welcome and Call to Order</p> <ul style="list-style-type: none"> Thank you, Tom Townsend for your service on the board! 	<p>Heidi Nederhoff Jennifer Breister</p>	I	I

Heidi Nederhoff and Jennifer Breister called the meeting to order at 10:07 a.m.

CEO Attendance: Daniel Byrnes (Allamakee), Linda Laylin (Black Hawk), Clayton Ohrt (Buchanan), Wayne Dralle (Butler), Lori Meacham Ginapp (Cerro Gordo), Doug Reimer (Clayton), Pete Buschman (Delaware), Wayne Kenniker (Dubuque), Gary McVicker (Franklin), Heidi Nederhoff (Grundy), Sis Grieman (Hancock), Mark Hendrickson (Mitchell), Steve Kelsay (Winneshiek), Mark Smeby (Worth).

CEO Absent: Ken Kammeyer (Bremer), Travis Suckow (Chickaway), Jeff Bunn (Fayette), Jim Jorgenson (Floyd), Dean Eastman (Howard), Susan Smith (Winnebago).

NEIWDB Attendance: Jamie Benson, Eric Branson, Jennifer Breister, Ethan DeWall, Laura Hidlebaugh, Nicolas Hockenberry, Joleen Janson, Chuck Kacher, Jayme Kluesner, Katrina Moore, Rhea Pierce, Erin Powers Daley, Brian Warner, Amber Youngblut.

NEIWDB Absent: Jeri Bell, Tim Felderman, Marla Loecke, Karla Organist, Jennalee Pedretti, Chelsy Snyder Anderson.

<p>1. Consent Agenda</p> <p><u>Northeast Iowa CEO Board</u></p> <ul style="list-style-type: none"> April 25, 2024 Agenda January 25, 2024 Minutes February 14, 2024 Minutes March 21, 2024 Minutes <p><u>NEIWDB</u></p> <ul style="list-style-type: none"> April 25, 2024 Agenda January 25, 2024 Minutes February 14, 2024 Minutes March 21, 2024 Minutes 	<p>Heidi Nederhoff</p>	I/D/A	I/D/A
	<p>Jennifer Breister</p>		I/D/A

Northeast Iowa CEOs:

Motion by Steve Kelsay, **second** by Mark Hendrickson to approve the April 25, 2024 Agenda, January 24, 2024 Minutes, February 14, 2024 Minutes and March 21, 2024 Minutes. **Ayes: All. Motion carried.**

NEIWDB:

Motion by Nicolas Hockenberry, **second** by Erin Powers Daley to approve the April 25, 2024 Agenda, January 24, 2024 Minutes, February 14, 2024 Minutes and March 21, 2024 Minutes. **Ayes: All. Motion carried.**

2. Community Colleges

- FY23 PACE Legislative Report
- FY23 GAP Tuition Assistance Legislative Report

Community
College Partners

I/D

I/D

3. One-Stop Operator Report

One-Stop
Operator

I/D

I/D

4. Northeast Iowa Memorandum of Understanding (MOU) with Possible Action

Taylor Williams

I/D/A

I/D/A

NEIWDB:

Motion by Joleen Jansen, **second** by Eric Branson to approve the Northeast Iowa MOU as presented with an effective date of 7/1/2024. **Ayes: All. Motion carried.**

Northeast Iowa CEOs:

Motion by Gary McVicker, **second** by Daniel Byrnes to approve the Northeast Iowa MOU as presented with an effective date of 7/1/2024. **Ayes: All. Motion carried.**

5. Title I Service Provider

- Title I Adult, Dislocated Worker, and Youth Service Provider Contract with Possible Action
- Delegate Authority to Approve Contract Modifications to the Title I Service Provider Contract to the Executive Committee.
- Delegate Authority to Approve Changes to the Title I Service Provider Budget to the Executive and/or Finance Committee for up to 40% of the Total Budget Allocation.

Taylor Williams

I/D/A

I/D/A

I/D/A

I/D/A

I/D/A

I/D/A

NEIWDB:

Motion by Nicolas Hockenberry, **second** by Rhea Pierce to approve the following:

- Title I Adult, Dislocated Worker, and Youth Service Provider Contract language (after review by lawyer)
- Delegate Authority to Approve Contract Modification to the Title I Service Provider Contract to the Executive Committee
- Delegate Authority to Approve Changes to the Title I Service Provider Budget to the Executive and/or Finance Committee for up to 40% of the Total Budget Allocation.

Ayes: All. Motion carried.

Northeast Iowa CEOs:

Motion by Gary McVicker, **second** by Daniel Byrnes to affirm the following:

- Title I Adult, Dislocated Worker, and Youth Service Provider Contract language (after review by lawyer)
- Delegate Authority to Approve Contract Modification to the Title I Service Provider Contract to the Executive Committee
- Delegate Authority to Approve Changes to the Title I Service Provider Budget to the Executive and/or Finance Committee for up to 40% of the Total Budget Allocation.

Ayes: All. Motion carried.

6. Fiscal Agent Services

- Consider Action to Continue Fiscal Agent Services with Central Iowa Juvenile Detention Center

Taylor Williams

I/D/A

I/D/A

NEIWDB:

Motion by Nicolas Hockenberry, **second** by Erin Powers Daley to approve the continuation of Fiscal Agent services with Central Iowa Juvenile Detention Center. **Ayes:** All. **Motion carried.**

Northeast Iowa CEOs:

Motion by Sis Grieman, **second** by Wayne Kenniker to affirm the continuation of Fiscal Agent services with Central Iowa Juvenile Detention Center (CIJDC). **Ayes:** All. **Motion carried. Abstention by Gary McVicker.**

7. Executive Committee

- Employer of Record Agreement
 - Consider Action to Continue Employer of Record Services with Central Iowa Juvenile Detention Center (CIJDC) for Board Staff.
 - Consider Action on a Contract Modification for the Employer of Record Agreement to Incorporate the Following Language: “With Three Potential 1-year Renewable Extensions.”
 - Delegate Authority to the Executive Committee for Employer of Record Budget Approval.
 - CEO Review and Possible Action Regarding Employer of Record Services Agreement.
- Contract Ending 6/30/2024
 - Consider Action to Extend the One-Stop Operator Contract with Iowa Workforce Development through 6/30/2025.
 - CEO Review and Possible Action Regarding the One-Stop Operator Contract.

Jennifer Breister

I/D/A

I/D/A

I/D/A

Heidi Nederhoff

I/D/A

Jennifer Breister

I/D/A

Heidi Nederhoff

I/D/A

NEIWDB:

Motion by Eric Branson, **second** by Joleen Jansen to continue with the Employer of Record services with Central Iowa Juvenile Detention Center (CIJDC). **Ayes:** All. **Motion carried.**

Motion by Nicolas Hockenberry, **second** by Rhea Pierce to approve a contract modification for the Employer of Record Agreement to incorporate the following language: “With three potential 1-year renewable extensions”. **Ayes:** All. **Motion carried.**

Motion by Joleen Jansen, **second** by Amber Youngblut to approve delegation to the Executive Committee for Employer of Record budget approval. **Ayes:** All. **Motion carried.**

Motion by Nicolas Hockenberry, **second** by Rhea Pierce to extend the One-Stop Operator contract with Iowa Workforce Development through 6/30/2025. **Ayes:** All. **Motion carried.**

Northeast Iowa CEOs:

Motion by Clayton Ohrt, **second** by Wayne Kenniker to affirm the Employer of Record services agreement. **Ayes:** All. **Motion carried. Abstention by Gary McVicker.**

Motion by Gary McVicker, **second** by Sis Grieman to affirm the extension of the One-Stop Operator contract with Iowa Workforce Development through 6/30/2025. **Ayes:** All. **Motion carried.**

8. Finance Committee

- Transfer Fund Request
- PY23 Monitoring Disallowed Costs
- Financial Update

Eric Branson

I/D

I/D

Kassie Ruth

<ul style="list-style-type: none"> Authorize the Finance Committee to Review the PY24/FY25 NEIWDB Budget, with Final Approval by the Executive Committee 		I/D/A	I/D/A
<p><u>NEIWDB:</u> Motion by Eric Branson, second by Erin Powers Daley to authorize the Finance Committee to review the PY24/FY25 NEIWDB Budget, with final approval by the Executive Committee. Ayes: All. Motion carried.</p> <p><u>Northeast Iowa CEOs:</u> Motion by Mark Hendrickson, second by Clayton Ohrt to affirm the Finance Committee authorization to review the PY24/FY25 NEIWDB Budget, with final approval by the Executive Committee. Ayes: All. Motion carried.</p>			
9. Planning & Operations Committee	Nic Hockenberry	I/D	I/D
10. Youth Committee <ul style="list-style-type: none"> Youth Strategic Plan 	Katrina Moore	I/D	I/D
11. Disability Access Committee <ul style="list-style-type: none"> ADA Assessments with Possible Action 	Brian Warner	I/D/A	I/D/A
<p><u>NEIWDB:</u> Motion by Rhea Pierce, second by Nicolas Hockenberry to approve the ADA Assessments for Dubuque, Decorah and Mason City as presented. Approval of the Waterloo office will be presented later after building renovations. Ayes: All. Motion carried.</p> <p><u>Northeast Iowa CEOs:</u> Motion by Wayne Kenniker, second by Sis Grieman to affirm the ADA Assessments for Dubuque, Decorah and Mason City as presented. Approval of the Waterloo office will be presented later after building renovations. Ayes: All. Motion carried.</p>			
12. Next Steps <ul style="list-style-type: none"> Website PY24 – PY27 Local Plan Northeast Iowa Mission and Vision Statement 	Taylor Williams	I/D	I/D
13. Announcements <ul style="list-style-type: none"> IVRS Conference April 30 – May 1, 2024 in Waterloo NAWDP 40th Annual Conference in San Antonio, TX May 20 – 22, 2024 Next Meeting July 25, 2024 from 10:00 – 12:00 at the North Iowa Area Community College, John V. Hanson Career Center in Forest City, Iowa. Tour at 9:20 a.m. (Suggest moving to August 1st) 	All	I/D	I/D
14. Comments	All	I/D	I/D
15. Adjournments	Heidi Nederhoff Jennifer Breister	I/D/A	I/D/A
<p><u>NEIWDB:</u> Motion by Nicolas Hockenberry, second by Erin Powers Daley to adjourn the meeting. Ayes: All. Motion carried.</p> <p><u>Northeast Iowa CEOs:</u> Motion by Sis Grieman, second by Pete Buschman to adjourn the meeting. Ayes: All. Motion carried.</p> <p>Meeting adjourned at 11:21 a.m.</p>			